-1-

KAROLTON KLASP® — 5 x 7½

KAROLTON ENVELOPE DIVISION
KIMBERLY-CLARK CORPORATION
WEST CARROLLTON, OHIO NO. 35

Memphis
State
University

Non-Profit Organization
U. S. POSTAGE
PAID
Memphis, Tennessee
Permit No. 207

Feb 1964

Memphis State University

The Evening Division

☆ Bachelor's Degree programs offered in the evening

☆ Professional Development for:

Business
Industry
Education
Liberal Arts
Pre-engineering

For Further Information Write or Call
Dr. Calvin M. Street, Director

Memphis State University
Memphis, Tennessee 38111
324-3601

Important Dates

ADMISSION New and transfer students should complete requirements by January 18 1964. Former students who complete readmission requirements by Thursday January 2, 1964 and current students enrolled at Memphis State University during the Fall Semester 1963 can pick up registration materials at the Registrar's Office on Wednesday, January 8 or Thursday, January 9 between 5:30 and 8 P.M. and may begin registering at 5:30 P.M. Tuesday, February 11.

Registration for classes: Tuesday, February 11 1964 Students whose surnames begin with A through K will register at 6:00 P.M Those whose surnames begin with L through Z will register at 7:00 P.M.

Classes meet as scheduled: February 11 1964.

FEES:

For Residents of Tennessee	$ 7.50 per semester hour credit
For non-Residents	$15.00 per semester hour credit

Application For Admission

APPLICATION FOR READMISSION — MEMPHIS STATE UNIVERSITY

Full Legal Name: _____ Sex: _____
(Print) Last First Middle Maiden, if Married M or F

Permanent Mailing Address _____
Number Street City Zone State

Date of Birth _____ Place of Birth: _____
Month Day Year City State

Date of Proposed Re-entrance _____ Semester of 19 ___ Evening Division: _____
(Fall, Spring, or Summer) for the Day Classes: _____
(Please Check)

Date of Last Attendance at Memphis State: _____

Major Area: _____ Classification: _____

Colleges Attended Since Leaving Memphis State (If None, Write "None"):

College: _____ Date Attended: _____

College: _____ Date Attended: _____

DO NOT WRITE IN THIS SPACE

Graduate _____ Undergraduate _____

Record No. _____

Clearance: _____ Date: _____

_____
Signature

Date: _____ 19____

RETURN THIS APPLICATION TO THE REGISTRAR'S OFFICE

Application For New and Transfer Students

APPLICATION FOR NEW and TRANSFER STUDENTS

Students beginning college or transferring from another institution complete this form for further information on admission requirements.

Full Name _____ Sex: _____
(Print) Last First Middle Maiden, if married M or F

Address _____
Number Street City Zone State

Date of Proposed Entrance _____ Semester of 19____

MEMPHIS STATE UNIVERSITY 1912

Memphis State University

Evening Division • Spring Semester 1964

(See inside for description of courses)

	Title	Dept.	Number	Sec.	Hours	Days	Hours	Instructor	Room
Industrial Arts	Introduction to Engineering	I A	141	71	6 00	MW	1A122	Staff	4
	Engineering Graphics I	I A	151	71	2 30	TTh	1A123	Staff	4
	Engineering Graphics II	I A	152	71	2 30	TTh	1A124	Staff	4
	Architectural Drawing	I A	329	71	2 30	TTh	1A125	Gabriel	4
	Tool Design	I A	459	71	2 30	MW	1A123	Fly	4
	Time and Motion Analysis	I A	449	71	6 00	TT	1A122	Staff	1

The School of Arts and Sciences

					Saturday Classes				
Art	Basic Lettering	Art	112	71	2 00	TT	0011 11	Christoberry	4
	Beginning Drawing	Art	115	71	2 30	TT	1011 11	Christoberry	4
	Perspective	Art	217	71	2 30	MW	0011 11	Staff	3
	Interior Design	Art	315	71	6 00	MW	0011 89	Cowan	3
	Art Education	Art	401	71	6 00	MW	1011 89	Cowan	3
Biology	Introduction to Biology	Biol	112	Lec 71	7 40 8 40	MW	M314	Cunningham	4
				72	8 30 9 30	MW	M314	Cunningham	4
				Lab 71	7 30 8 30	MW	M317	Staff	
				Lab 72	8 30 9 30	MW	M317	Staff	
	General Plant Biology	Biol	141	71	6 00 8 10	MW	M319	Howell	4
	General Animal Biology	Biol	142	71	6 00 8 10	MW	M319	Welbourne	4
						TT	M215	Warmbrod	5
Chemistry & Physics	General Chemistry	Chem	112	Lec 71	6 00 7 30	TT	M119	Estes	4
				Lab 71	7 40 9 10	TT	M116	Estes	
	General Organic Chemistry	Chem	322	Lec 71	6 00 7 30	TT	M115	Watson	4
				Lab 71	7 30 9 30	TT	M112	Watson	
	Physical Chemistry	Chem	342	Lec 71	6 00 7 40	MW	MB17	Marshall	4
				Lab 71	7 30 9 20	M	MB4	Marshall	
				Lab 72	7 30 9 30	W	MB4	Marshall	
	Physics for Science and Engineering	Phys	252	Lec 71	6 00 7 30	TT	M213	Woollett	5
				Lab 71	6 00 9 00	W	M257	Woollett	
English	English Fundamentals	Eng	111	71	6 00	MW	A324	Nall	3
				72	7 30	MW	A324	Nall	3
				73	7 30	MW	A325	A. Smith	3
				74	6 00	TT	A329	Kubik	3
				75	7 30	TT	A215	Cochran	3
	English Fundamentals	Eng	112	71	6 00	MW	A326	McLemore	3
				72	6 00	MW	A407	Gentry	3
				73	7 30	MW	A326	McLemore	3
				74	6 00	TT	A215	Cochran	3
				75	7 30	TT	A329	Kubik	3
	English Literature	Engl	211	71	6 00	MW	A215	Howell	3
				72	7 30	MW	A215	Howell	3
				73	6 00	TT	A407	Mayfield	3
				74	7 30	TT	A407	Mayfield	3
	English Literature	Engl	212	71	6 00	MW	A326	Stagg	3
				72	7 30	MW	A407	Gentry	3
				73	6 00	TT	OHJ324	Reid	3
				74	7 30	TT	OHJ224	Reid	3
	The Short Story	Engl	331	71	6 00	TT	A225	P. James	3
Geography	Introduction to Earth Science I	Geog	111	Lec 71	7 30	Tu	J119	Butler	3
				Lab 71	7 30	Th	J116		
	Introduction to Earth Science II	Geog	112	Lec 71	7 30	M	J119	Corbet	3
				Lab 71	7 30	W	J116		
				Lec 72	5 30	Tu	J119	Aiken	3
				Lab 72	5 30	Th	J116		
	Economic Geography Industrial and Commercial	Geog	122	71	6 00	TT	J106	Barber	3
	A Survey of World Regions II	Geog	236	71	6 00	MW	J108	Frye	3
	Principles of Conservation	Geog	351	71	6 00	MW	J105	Johnson	3
	Tennessee	Geog	437	71	7 30	TT	J105	Johnson	3
	Urban Renewal	Geog	463	71	6 00	TT	J106	Staff	3
History	Development of European Civilization, II	Hist	112	71	6 00	TT	123	Cobb	3
				72	7 40	TT	123	Cobb	3
	United States Since 1865	Hist	222	71	6 00	MW	120	Staff	3
				72	6 00	TT	122	Staff	3
				73	7 40	TT	122	Staff	3
				74	6 00	MW	110	Staff	3
	Constitutional History of the United States to 1865	Hist	343	71	7 40	MW	120	Staff	3
Math	Mathematical Concepts	Math	102	71	6 00	MW	A309	Farnwood	3
	Mathematics for Business	Math	107	71	6 00	MW	A307	Street	3
				72	7 30	MW	A363	Jacobs	3
	Basic Mathematics	Math	122	71	6 00	MW	A369	McMillan	3
				72	6 00	TT	A307	Dey	3
	College Algebra and Trigonometry	Math	141	71	7 30	MWT	A302	McFachern	5
	Analytic Geometry and Calculus	Math	211	71	7 30	MWT	A309	Farnwood	5
	Calculus	Math	312	71	6 00	MWT	A311	Heen	5
Modern Languages	Elementary French	Germ	112	71	6 00	TT	OHJ205	Staff	3
	Elementary German	Germ	111	71	6 00	MW	OHJ205	Staff	3
	Elementary Spanish	Span	112	71	7 30	MW	OHJ207	Staff	3
Music	Individual lessons in piano, organ, orchestral instruments or voice may be taken for credit by Evening Division students. Arrange for these lessons at the time of registration by conference with the Music Department representative.								
Psychology	General Psychology I	Psyc	111	71	6 00	MW	J216	Staff	4
				72	7 30	MW	J216	Staff	4
	General Psychology II	Psyc	112	71	7 40	TT	J216	Staff	3
	Psychology in Business and Industry	Psyc	315	71	7 30	MW	J217	Staff	3
	Quantitative Methods	Psyc	343	71	7 30	TT	J217	Borresen	3
	Psychology of Personality	Psyc	441	71	6 00	TT	J216	Staff	3
Philosophy	Elementary Logic	Phil	112	71	7 40	MW	J-C4	Bigger	3
Political Science	State and Local Government	Poli	222	71	6 00	MW	BA403	Staff	3
Sociology and Anthropology	Society and Man	Soc	211	71	6 00	MW	221J	Staff	3
	The Family	Soc	312	71	6 00	TTh	223J	Henderson	3
	Criminology	Soc	411	71	6 00	MW	223J	Newton	3
	Survey of the Field of Social Work	Soc	423	71	7 30	MW	226J	Staff	3
	Society and Culture	Anthro	212	71	6 00	TTh	223J	Oromaeh	3
Speech	Business Speech	Spch	101	71	6 00	TT	A157	Staff	3
	Basic Speech	Spch	111	71	7 30	TT	A157	Staff	3
	Credit may be earned in only one of the following courses: 101, 111								

The School of Business Administration

Accountancy	Fundamentals of Accounting I	Acct	101	71	6 00	TT	BA307	Staff	4
				72	7 30	TT	BA307	Staff	4
	Fundamentals of Accounting II	Acct	202	71	6 00	MW	BA307	Staff	4
				72	7 30	MW	BA307	Staff	4
	Accounting Laboratory	Acct	222	71	6 30	M	BA307	Staff	1
	Intermediate Accounting II	Acct	312	71	6 00	MW	BA303	R. Curbo	4
	Cost Accounting II	Acct	412	71	7 40	MW	BA305	R. Curbo	4
	Auditing II	Acct	425	71	6 00	TT	BA305	L. Curbo	4
	Accounting Systems	Acct	445	71	6 00	TT	BA305	L. Curbo	4
Economics	Principles of Econ I	Econ	211	71	6 00	TT	BA201	Staff	4
	Principles of Econ II	Econ	212	71	6 00	MW	BA205-7	Staff	4
	Labor Economics	Econ	321	71	6 00	MW	BA213	Staff	4
	Money and Banking I	Econ	361	71	6 00	TT	BA217	Staff	4
	Investments	Econ	362	71	6 00	TT	BA211	Staff	4
	Government Regulation and Business Policy	Econ	491	71	7 30	TT	BA201	Staff	4
Management	Introduction to Business	Mgmt	101	71	6 00	TT	BA213	Staff	3
	Clerical Office Machines	Mgmt	271	71	6 00	MW	BA209	Staff	3
	Business Law I	Mgmt	301	71	7 30	MW	BA211	Staff	3
	Business Law II	Mgmt	302	71	6 00	MW	BA311	Staff	3
	Real Estate	Mgmt	331	71	6 00	MW	BA223	Staff	3
	General Insurance	Mgmt	335	71	7 30	TT	BA211	Staff	3
	Business Communication and Finance	Mgmt	341	71	7 30	MW	BA223	Staff	3
	Industrial Management	Mgmt	345	71	7 40	TT	BA223	Staff	3
	Personnel Administration	Mgmt	421	71	6 00	TT	BA223	Staff	3
	Management of Business Enterprise	Mgmt	442	71	6 00	MW	BA213	Staff	3
	Electronic Data Processing and Programming	Mgmt	481	71	7 40	MW	BA217	Staff	3
Marketing	Principles of Marketing	Mktg	301	71	6 00	MW	BA221	House	3
	Salesmanship	Mktg	361	71	7 30	MW	BA221	House	3
	Marketing Administration	Mktg	401	71	6 00	TT	BA221	Ingram	3
	Credit and Collections	Mktg	485	71	7 40	TT	BA221	Ingram	3
Sec. Science and Office Management	Elementary Typewriting	Sec S	121	71	7 30	MW	315	Johnson	3
	Fund of Shorthand II	Sec S	212	71	7 30	TT	319	Counce	3
	Typing for General Business	Sec S	222	71	6 00	TT	315	Counce	3
	Executive Communication	Sec S	452	71	6 00	MW	319	Johnson	3

The School of Education

Curriculum and Instruction	Human Growth and Development	Educ	102	71	7 30	MW	ED121	Sevedge	4
	The Psychology of Learning	Educ	301	71	6 00	MW	ED121	Rodman	4
	Foundations of Educational Thought and Practice								
	Same as Educ 101	Educ	301	71	7 30	MW	ED123		4
	Teaching Methods in High School Subjects	Educ	381	71	6 00	MW	ED123	Thompson	4
	Teaching Methods in Elementary School Science and Mathematics	Educ	386	71	7 30	TT	ED137	Powell, Fisher	3
	Teaching Methods in Elementary School Social Studies	Educ	387	71	6 00	TT	ED123	Cobb	3
	School and Community Relationships	Educ	411	71	4 30- 7 40	Thurs	ED127	Haynes	3
	The Teaching of Natural Science in the Elementary School	Educ	442	71	6 00	TT	ED137	Fisher	3
	Improving the Teaching of Reading	Educ	446	71	4 30- 6 00	MW	ED119	Shobkagle	3
Special Education	Education and Medical Aspects of Crippling and Special Health Conditions	SpEd	484	71	7 30	TT	ED123	Perry	3
Health	Health, Personal and Community	Hlth	101	71	6 00	TT	F121	Rudman	3
Physical Education	Badminton (Men)	P Ed	218	71	6 00	MW	F307	Roberts	1
	Badminton (Women)	P Ed	255	71	6 00	MW	F307	Roberts	1
	Tumbling and Trampoline (Women)	P Ed.	264	71	6 00	TT	F211	Antonelli	1

Digitized by the Internet Archive
in 2012 with funding from
LYRASIS Members and Sloan Foundation

http://archive.org/details/memphisstateuniv1964unse

Description of Courses

Industrial Arts

141 Introduction to Engineering (3)
Introduction to the engineering profession, with emphasis on the slide rule and measuring instruments

151—Engineering Graphics (3)
Basic drafting practices in the use of instruments, theory of projections, and working drawings One lecture, four laboratory hours per week

159—Engineering Graphics (3)
Continuation of Industrial Arts 151, including basic space relationships of points, lines, planes, and surfaces PREREQUISITE Industrial Arts 151 (Students with two years of high school drafting, or with drafting experience upon satisfactory completion of a proficiency test—may be permitted to enroll in Industrial Arts 152) One lecture, four laboratory hours per week

352 Architectural Drawing (3)
Continuation of Industrial Arts 351, including pictorial representations, model building, and furnishings design PREREQUISITE Industrial Arts 351 One lecture, four laboratory hours per week

359 Tool Design (3)
Study and design of saws, jigs, fixtures, and their applications in manufacturing processes PREREQUISITE Industrial Arts 342 and Industrial Arts 357 Two hours lecture, two hours laboratory.

449 Time and Motion Analysis (3)
Work simplification, including analysis of jobs and trades, as applied to time and motion PREREQUISITE Industrial Arts 351

The School of Arts and Sciences

Art

113 Basic Lettering (3)
Fundamental letter construction, the history of alphabets, and the effects of tools and materials upon individual letter forms, with practical problems in hand lettering, in both pen and brush techniques Two lecture, two laboratory hours per week

115 Beginning Drawing (3)
An introduction to the materials and techniques of basic drawing Two lecture, two laboratory hours per week

214 Perspective. (3)
Theory and practice of perspective projection and its various applications Two lecture, two laboratory hours per week

215 Interior Design (3)
A survey of the field of interior design and some of its underlying principles Two lecture, two laboratory hours per week

301 Art Education (3).
An introductory course in the development of skills and methods in the school art program, with emphasis on materials and ideas important to children's art expression and growth

Biology

112—Introduction to Biology. (3).
A comprehensive Biology 111, with emphasis on the plant kingdom Credit in this course is not acceptable for the biology major or in the pre-professional curricula PREREQUISITE Biology 111 or the equivalent Two lecture, two laboratory hours per week

141—General Plant Biology (4)
A survey of the plant kingdom considering distribution, taxonomic relationships, morphology, physiology, and economic importance of selected forms Three lecture, two laboratory hours per week

142—General Animal Biology (5).
A survey of the animal kingdom considering distribution, taxonomic relationships, morphology, physiology, and economic importance of selected forms Three lecture, four laboratory hours per week

Classical and Modern Languages

112—Elementary French (3)
A continuation of French 111, completing the study of elementary French grammar, elementary conversation and the reading of simple French books such as Le Petit Prince by St Exupery.

111—Elementary German (4)
Extensive drill in pronunciation, elementary conversation, and aural understanding, and in translating the oral and written language

112 Elementary Spanish (3)
A continuation of Spanish 111, with further extensive drill in the fundamentals

English

111 —English Fundamentals (3)
Training in correct writing, including a review of sentence and paragraph construction, diction, punctuation, grammar, and spelling, expository and narrative themes, readings in fiction and non-fiction.

112—English Fundamentals (4)
A continuation of English 111, devoted to the more complex forms of writing and additional readings PREREQUISITE English 111 or the equivalent

211—English Literature (3)
A survey of English literature from the beginning to the period of Romanticism, with emphasis on the works of Chaucer, Spenser, Shakespeare, Milton, Dryden, Addison, Steele, Pope, Swift, and Goldsmith PREREQUISITES. English 111 and 112, or the equivalent.

212—English Literature (3).
A survey of English literature from the period of Romanticism to the present day, with emphasis on the works of Wordsworth, Coleridge, Shelley, Keats, Byron, Carlyle Tennyson, Browning, Arnold, Ruskin, Meredith, Yeats, and Eliot PREREQUISITES English 111, 112, and 211, or the equivalent

331—The Short Story (3)
A critical study of modern short stories, English, American, and European, the author's responses to the personal, social, and political problems of their time and their techniques as artists.

Geography

111—Introduction to Earth Science I (3)
An introductory study of earth-sun and earth-moon relations, the oceans and their movements, weather, and climate. Two lecture, two laboratory hours per week

112—Introduction to Earth Science II (3)
An introductory study of maps as a basic tool in understanding earth phenomena, landforms, the structure and composition of rocks, soils and their capabilities Two lecture, two laboratory hours per week (Geography 111 and 112 will satisfy the requirement of one year of a physical science for the baccalaureate degree.)

121—Economic Geography Major Basic Resources (3)
Man's development and use of such major base resources as land, water, forests, and minerals

122 Economic Geography Industrial and Commercial. (3)
An introductory study of manufacturing, trade, and transportation

236—A Survey of World Regions II (3)
Regional geography in the Orient, the Pacific world, Africa, and Latin America, with emphasis on the people and their activities as related to the environment

351 Principles of Conservation (3
Current problems and responsibilities relating to the conservation of soil, minerals, forests, water, wild life, and the natural beauty of the earth One field trip is required

437—Tennessee (3)
A comparison of the human use, political, and physical regions of the state

463 Urban Renewal 13) (Formerly Geography 454
Changing urban land uses, first in areas which must improve or rebuild obsolete patterns, functions, and forms and second in areas with acceptable uses, structures, and institutions which in the interest and welfare of all the people must have additional space for growth and expansion

Health

101 Health, Personal and Community (3)
The physiological basis of correct living including fundamental biological facts, the psychological aspects of human behavior as they affect the individual health conduct and mental hygiene, the agents of disease and modern scientific methods of controlling them, the roles of public health agencies and related cooperative agencies the individual's responsibility for maintaining a healthful community

History

112 The Development of European Civilization II (3)
Especially recommended for freshmen, this course traces the forms of western civilization from the beginning of the eighteenth century to the present

222—The United States since 1865 (3)
A survey of the United States from the Civil War to the present PREREQUISITE sophomore standing

343—Constitutional History of the United States to 1865 (3)
A study of the formative period and the early period of operation of the United States Constitution PREREQUISITE junior standing and History 221

Mathematics

101—Mathematical Concepts (3)
Axiomatic development of number system, extension of the concept of numbers, basic operations of arithmetic with emphasis on use of address, sets and relations, deductive reasoning

107 Mathematics for Business (3)
Fundamental concepts of arithmetic and algebra, linear functions and graphs linear systems, percent, linear programming, matrices

122 Basic Mathematics 31
Quadratic equations, binomial theorem, trigonometric functions, probability, statistical processes

141—College Algebra and Trigonometry (5).
PREREQUISITE 3 units in high school algebra and geometry

211—Analytic Geometry and Calculus (5)
Essentials of analytic geometry with an introduction to calculus, including the nature of derivatives, differentiation of algebraic functions and elementary applications PREREQUISITE 3½ units in high school algebra, geometry and trigonometry, or 2nd grade mathematics

332—Calculus (5).
Continuation of Mathematics 212 Applications of definite integral, power series, partial differentiation, multiple integrals PREREQUISITE Mathematics 212

Music

MUSIC Individual lessons in piano, organ, orchestral instruments, or voice may be taken for credit by Evening Division students Arrange for these lessons at the time of registration by conference with the Music Department representative

Physical Sciences

112—General Chemistry (4)
A continuation of Chemistry 111, covering the elements of the more important inorganic materials, chemical equilibrium and the Law of Mass Action, colloids, electrochemistry, and qualitative analysis PREREQUISITE Chemistry 111. Three lecture, three laboratory hours per week

322—General Organic Chemistry (4)
A continuation of Chemistry 321, with primary emphasis on the chemistry of carbohydrates and/or aromatic compounds PREREQUISITE Chemistry 321 Three lecture, four laboratory hours per week

342 Physical Chemistry. (Formerly Chemistry 412) (4)
A continuation of Chemistry 341, considering such topics as irreversible processes, electromotive force, ionic equilibria, quantum theory, molecular structure crystals, and surface chemistry PREREQUISITE Chemistry 341 Three lecture, two laboratory hours per week

232—Physics for Science and Engineering (5)
A continuation of Physics 251 PREREQUISITE Physics 251 PREREQUISITES or COREQUISITES Chemistry 112 and Mathematics 212 Four lecture, two laboratory hours per week

Psychology

111—General Psychology I (3)
An introduction to the methods and scope of contemporary psychology Facts and principles of human behavior are considered in their relationship to life adjustments Areas covered include individual differences, social processes, attitudes and vocational adjustment, intelligence, and the nature and development of personality

112—General Psychology II (3)
An introduction to psychology as a basic science emphasizing research findings and theoretical interpretations in the investigation of human and animal behavior. Areas covered include sensation and perception, motivation and emotion, learning and retention, and physiological mechanisms

212—Psychology in Business and Industry (3)
Attitudes, morale, skill, motivation, fatigue, and other psychological factors important as employer and employee relations in the business and industrial field

311—Psychology of Personality (3)
The development, organization, and assessment of the normal personality with an introduction to the nature of personality theory

Philosophy

112—Elementary Logic (3)
An introduction to the principles of traditional logic, with emphasis on deductive inference, the fundamentals of inductive reasoning, and logic as a practical human instrument

Physical Education

218—Badminton (men)

255 Badminton (women)

264—Tumbling and Trampoline (women)

Political Science

222—State and Local Government (3)
The role of the state governments in the Federal System, political principles, elections, the organization, functions, and problems of state government with special emphasis on Tennessee government

Sociology and Anthropology

211 Society and Man (3)
Nature and significance of culture, social organization and social processes, social and culture change

312 The Family (3)
The family in social change, the family and personality family organization, family disorganization and reorganization, variables in finding bands, the future of the American family

411—Criminology (3)
Theories of causation, crime as a business, affiliated problems, trends in punishment treatment of offenders, control and prevention

423—Survey of the Field of Social Work (3)
History and philosophy of social work in the United States, functions of public and private social service programs, qualifications and opportunities for social work practice

212—Society and Culture (3)
Theoretical frameworks within which social and cultural processes are analyzed, interpreted, and understood, comparative studies of social institutions

Speech

101 Business Speech (3)
Basic principles of oral communication, with attention to the speaking situation and use of the business world

111 Basic Speech (3).
Adjustment to the speaking situation, effective voice usage, bodily action, and speech organization.

---

*Credit may be earned in only one of the following courses Speech 101, Speech 111

The School of Business Administration

Accountancy

201—Fundamentals of Accounting I (3)
Basic principles, journalizing and posting, the accounting cycle, accruals and deferments, valuation accounts, special journals including the voucher register. Both semesters.

202—Fundamentals of Accounting II. (3)
Payrolls, taxation, partnership, corporations, further applications of accounting theory. Both semesters. PREREQUISITE Accounting 201

272—Accounting Laboratory (1)
The working of a practice set involving current accounting practice. Both semesters PREREQUISITE Accounting 201

312—Intermediate Accounting II (3)
Cash and receivables, inventories, tangible operating assets, intangibles, investments, liabilities, reserves and valuation processes, net income determination, statement of sources and application of funds Both semesters PREREQUISITE Accounting 311

332—Cost Accounting II (3)
Process costs, estimated costs, standard costs, budgets Both semesters PREREQUISITE Accounting 331.

425—Auditing II (3).
Application of auditing principles to verification of financial statements, principles underlying the preparation of reports, current trends. A practice audit is carried out. Spring semester PREREQUISITE Accounting 424

445—Accounting Systems (3).
Problems involved in designing accounting installations for various types of business, including the designing of clerical departments and planning of required mechanical devices. Spring semester PREREQUISITE Accounting 312

Economics

211—Principles of Economics I (3)
An introduction to economic concepts and terminology and to the institutions, principles underlying the production, exchange, distribution, and consumption of income and wealth, emphasis on the application of these principles to major contemporary problems. Attention is given to both the micro-classical and the nanonal income methods of economic analysis

212—Principles of Economics II (3).
A continuation of Economics 211 PREREQUISITE Economics 211

321—Labor Economics. (Formerly Economics 312 and Management 321). (3).
An introductory course dealing with the principles, history, and theories of labor policies Both semesters PREREQUISITES Economics 211 and 212

361—Money and Banking I (Formerly Economics 221 and Management 361). (3).
Monetary and banking history of leading countries with special emphasis on the theory of money and banking in the United States, deposit and earnings operations of individual banks, interbank and central bank relations Both semesters PREREQUISITES Economics 211 and 212

462—Investments (Formerly Management 462) (3).
The principles of investment in stocks and bonds and their application to specific classes of investments Spring semester PREREQUISITE Management 341

491—Government Regulation and Business Policy (Formerly Management 491) (3).
A critical study of the impact of legislation and commission regulation on business policies, the effect of tax laws, Securities and Exchange Commission regulation and anti-monopoly legislation, and organizational, financial, and operational aspects of non-utility business enterprises Fall semester PREREQUISITES Economics 211 and 212

Management

101—Introduction to Business. (3).
A survey course to acquaint beginning business students with the major institutions and practices in the business world, to provide the elementary concepts of business, and to act as an orientation course for selection of a specific major Both semesters. Open to freshmen only.

271—Clerical Office Machines (3)
Instruction and experience in the operation of the major types of adding and calculating machines, development of a working knowledge of the 10-key and full keyboard adding machine, key-driven and rotary calculators, and other mechanical office devices. Both semesters

302—Business Law I (3).
Nature and classification of law, contracts, negotiable instruments. Study of selected cases Both semesters PREREQUISITE junior classification or permission of the instructor

302—Business Law II (3).
Business organization, personal property, trade regulations, with emphasis on case studies Both semesters PREREQUISITE Management 301.

331—Real Estate (3).
Real estate law, property description, methods of transferring property, title ownership, tax sales and title to property, inheritance of real property Spring semester PREREQUISITE junior classification or permission of the instructor.

335—General Insurance (3).
Theory, practice, and problems involved with life, fire, marine, casualty, and surety insurance, rates and rating, actuarial activities Fall semester PREREQUISITE junior classification or permission of the instructor

341—Business Organization and Finance (4)
Promotion, organization, and financing of business enterprise, principles underlying selection of business form, structure and trends of American enterprise system, financial management, emphasis is placed on small and medium-sized enterprises Both semesters PREREQUISITE Accounting 202

345—Industrial Management I (3)
Development of scientific management, principles and mechanisms of organization and management in manufacturing including plant location and layout, mass production techniques, standardization, simplification, and production controls Spring semester PREREQUISITE Economics 211

421—Personnel Administration (3)
Employer-employee relationship, job analysis, recruitment, selection, training, transfer, promotion, and dismissal of employees, industrial unrest, wage plans and policies, employee health, interest, and morale, dealing with unions Spring semester PREREQUISITE Economics 321 or permission of the instructor

442—Management of Business Enterprise (3)
Consideration is given to over-all policy formation and practice in the operation of new and going business concerns, with emphasis on problems of nonfinancial management in the small firm Fall semester, PREREQUISITE Management 341

481—Electronic Data Processing and Programming This Course is concerned with programming and processing of electronic data processing equipment. Machines language and programming systems will be studied in detail including FORTRAN Introduction will be made to computer applications in business PREREQUISITE Management 381 or permission of instructor

Marketing

301.—Principles of Marketing (3)
General survey of the marketing structure; development, functions, costs, institutions, and pricing policies Both semesters PREREQUISITE Economics 211 or permission of the instructor

351—Salesmanship (3)
Basic principles underlying the sale process with actual sales demonstration and practice in selling Both semesters PREREQUISITE Economics 211.

401—Marketing Administration. (3)
A case study of actual business marketing problems and the techniques used to solve them Both semesters. PREREQUISITE Marketing 301.

485—Credits and Collections (3)
System of credit and collections employed today, significance of credit information, management of charge accounts and credit, and collection correspondence. Spring semester. PREREQUISITE Marketing 301

Secretarial Science and Office Management

121—Elementary Typewriting I. (3).
Use and operation of the parts of the typewriter, mastery of the keyboard, simple business and professional letters and reports, and rules to tabulations Four meetings per week. Both semesters

212—Fundamentals of Shorthand II (3).
Further study of shorthand theory, acquisition of ability to take rapid dictation and transcribe accurately Enrollee must be able to type or be enrolled in a typewriting class while taking the course Both semesters. PREREQUISITE. Secretarial Science 211 or permission of the instructor Two lecture, two laboratory hours per week.

*222—Typing for General Business. (3)

An advanced typewriting class for nonsecretarial majors. Emphasis is placed on acquiring ability to set up business letters, forms, and stencils, including tabulation. Both semesters. PREREQUISITE Secretarial Science 121 or permission of the instructor

*Credit is allowed in only one of the following courses. Secretarial Science 122, Secretarial Science 222.

452—Executive Communication. (3).
Methods and techniques of communication are critically examined through the writing of case problems in correspondence. Emphasis is placed upon principles and correct writing, and in reports with importance placed upon fact collection, analysis, organization, and presentation of authentic data Open to graduate students, and to graduate students, the course is primarily designed for the student who plans to enter business either business correspondence or business report writing on the graduate level.

The School of Education

102—Human Growth and Development (3)
An attempt to help the student understand child nature and development, with emphasis on the fact that all behavior is caused, and to form the habit of seeking bases for both normal and abnormal behavior in situations at home, at school, and in the community.

201—The Psychology of Learning (3).
The psychology of learning as applied to activities under the guidance of the teacher

203—Foundations of Educational Thought and Practice (3).
An overview of the whole field of education, with emphases on those things a prospective teacher should know at the beginning of his professional preparation.

361—Teaching Methods in High School Subjects. (3).
Emphasis is placed on ways in which learning experiences may be organized to insure effective pupil learning. PREREQUISITES. Psychology 102, 203, 205.

386—Teaching Methods in Elementary School Science and Mathematics (3)
A study of the natural environment as a child would view it, activities which challenge a child, the mathematical processes required of the elementary school child. Prerequisite the use of current textbooks PREREQUISITES Education 105, 201, 203, and enrollment in Education 387.

387—Teaching Methods in Elementary School Social Studies.
A basic course involving methods and materials appropriate to each developmental level of the elementary school child PREREQUISITES Education 102, 201, 203, and enrollment in Education 386

411—School and Community Relationships. (3).
The relationship of the school to community agencies concerned with health and safety, government, religion, occupations, recreation services, children's organizations, adult education, cultural activities, cooperative movements, etc., including study of the possibility to such school activities as attendance, athletics, lunch, libraries, extra-curricular programs, home study, records and reports, guidance, etc.

442—The Teaching of Natural Science in the Elementary School. (3)
An advanced course in the study of the natural environment as a child would view it, including a survey of suitable equipment and materials for the elementary classroom and limited experience of carrying on experiments at the child's level

445—Improving the Teaching of Reading. (3).
Survey of reading methods and research for the person who has had experience in the classroom.

Special Education

G484—Education and Medical Aspects of Crippling and Special Health Conditions. (3)

General Information

COURSE CHANGES Applications for change of course are made in the office of the Director of the Evening Division No course may be added after Tuesday, February 18, and no course may be dropped after March 17

WITHDRAWAL Withdrawal from the Evening Division may be effected by advising the Director in writing Failure to give written notice will result in a grade of "F" in each course for which the student is registered A student who withdraws after the fifth week of the semester will have his grades recorded as WP (withdrawn passing) or WF (withdrawn failing). Withdrawal not permitted after May 15, 1964

COURSE CANCELLATION The University reserves the right to cancel courses listed in this bulletin for which there are inadequate registrations.

VETERANS' PROCEDURE Memphis State University is fully approved for training under the veterans programs

Veterans entering college for the first time and desiring to take advantage of the veterans' benefits must apply to the Veterans Administration, 801 Broadway, Nashville 3, Tennessee for a "Certificate for Education and Training."

Korean veterans are responsible for payment of their university fees

All veterans, after registration, must file schedules of their classes with Coordinator of Veterans' Affairs, whose office is in the Student Center Each month they must file "K-2" forms and sign the "Certificate of Training Form" to qualify for compensation checks The dates on which these forms may be picked up and signed will be posted on the Student Center bulletin board.

Inquiries about veterans programs should be addressed to Coordinator of Veterans' Affairs, Memphis State University Memphis 11, Tennessee.